

State Agency Ethics Liaison (SAEL)

SAEL designated pursuant to [R.S. 42:1170\(C\)\(2\)](#), must:

- Receive a minimum of two hours of education and training regarding the Code of Governmental Ethics annually.
- Register as a potential SAEL via the [trainer portal](#).
- Submit an Ethics Training Liaison Registration form.
- Ensure that each public servant in the agency is notified of the current name and contact information of each liaison and that it is posted and maintained in a convenient and conspicuous manner which makes the information easily accessible to each public servant in the agency.

SAELs designated pursuant to [R.S. 42:1170\(C\)\(2\)](#) who are in compliance with the mandate for two hours of annual training are certified ethics trainers (CET) and are not required to comply with [§2405](#).

Pursuant to [§2407](#), training and education materials must be approved by the Ethics Administration. Established Ethics Administration training materials will be available to approved SAELs via the trainer portal.

Pursuant to [§2409](#), additional material must be submitted:

- For approval via the trainer portal as part of Form 2409.
- 60 days in advance of a scheduled training date.

Pursuant to [§2411](#), a SAEL must notify the Ethics Administration to have each scheduled training approved via Form 2411:

- 15 days prior to a scheduled training with preapproved training materials.
- 60 days prior to a scheduled training with materials that have not yet been approved.

Pursuant to [§2413](#), each training program must:

- Be a minimum of one hour.
- Not contain graded test materials.
- Include the disclaimer statement found in [§2413\(F\)\(1\)](#).
- Include evaluation questionnaires.

Pursuant to [§2415](#), for each scheduled training, SAEs must:

- Only deliver information to the public servants under his agency's supervision or jurisdiction.
- Have each public servant complete an ethics training attendance form.
- Ensure the forms include attendee's name, date of birth, agency, signature, course number, and the statement in accordance with [§2415\(C\)\(1\)](#).
- Retain attendance forms for no less than four years.
- Submit names of attendees through training portal within 30 days of given training.

Pursuant to [§2417](#), for each proctored training, SAEs must:

- Only deliver information, as a proctor, to the public servants under his agency's supervision or jurisdiction.
- Request a recorded presentation from the Board of Ethics.
- Ensure the attendee is present for the entirety of the recorded presentation.
- Include the disclaimer statement found in [§2417\(E\)\(1\)](#).
- Have each attendee complete an ethics training attendance form.
- Ensure the forms include attendee's name, date of birth, agency, signature, course number, and the statement in accordance with [§2417\(F\)\(3\)](#).
- Retain attendance forms for no less than four years.
- Submit names of attendees through training portal within 30 days of given training.
- Be present for the entirety of the recorded presentation.

<p>NOTE: This summary does not fully state the law. If interpretations of this summary conflict with the provisions of the Third Party Ethics Training Rules, the Rules will control.</p>
